



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 12, 2006**

1. The meeting was called to order at 5:27 p.m.
2. **ROLL CALL:** Members Avonnet Peeler, Michael Rich, Michael Robles-Wong, and Executive Secretary Karen Willis.

ABSENT: Member Roberto Rocha.

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, and Stacey Meier, Administrative Assistant.

OTHERS IN ATTENDANCE:

3. **MINUTES:** The minutes of the regular meeting of April 5, 2006 were presented for Board approval. Member Peeler moved to accept, Member Rich seconded, and carried by a 3-0 vote.
4. **CONSENT CALENDAR:** Member Rich made a motion to accept the Consent Calendar as presented. Member Peeler seconded, and carried by a 3-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF APRIL, MAY AND JUNE 2006:

4-A	ELIGIBLE LISTS ESTABLISHED:	DATE ESTABLISHED	EXAM NO.
	Assistant City Attorney I/II	5/17/2006	206-16
	Cable Technician II	6/13/2006	206-27
	CATV Technical Operations Superintendent	4/11/2006	206-061
	Combination Building Inspector	5/8/2006	206-23
	Construction Inspection & Survey Supervisor	6/9/2006	206-22PR
	Deputy City Attorney II	5/31/2006	206-16
	Environmental Services Manager	6/7/2006	206-20
	Plan Check Engineer	3/28/2006	206-05
	Planner III	4/5/2006	206-15
	Planning Services Manager	4/21/2006	206-21
	Police Officer (Lateral)	6/29/2006	206-31

4-B	ELIGIBLE LISTS EXTENDED:	DATE ESTABLISHED	EXAM NO.
	Accounting Technician	12/15/2005	205-57
	Firefighter	12/14/2004	204-45

Firefighter-Paramedic (Entry)	12/14/2004	204-44
Police Lieutenant	7/6/2005	205-36PR
Police Officer (Recruit)	5/11/2005	205-07
Senior Account Clerk	5/19/2005	205-30
Senior Construction Inspector	1/18/2005	204-69PR

4-C ELIGIBLE LISTS EXPIRED/CANCELLED: DATE ESTABLISHED EXAM NO.

Accounting Technician	11/9/2005	205-57PR
Electrical Helper	11/20/2004	204-21
Information Systems Network Analyst	11/10/2005	205-43
Park Maintenance Worker	12/15/2005	205-56
Safety Officer	11/16/2005	205-49

4-D LIST OF SPECIFICATIONS:

Planning Services Manager (Revised)
Supervising Planner (Revised)
Web Technical Producer (New)

5. REGULAR AGENDA ITEMS

5-A Activity Report – Period of March 1, 2006 through May 31, 2006.

Discussion: Board President Robles-Wong suggested that a trend report be compiled. He stated that he would like to see broad trend information for the last 6-9 months, as to why separations are occurring, and where employees who leave are going.

Board Member Rich asked whether the demotion of the Electrical Helper from Apprentice Lineworker was disciplinary. Jill Kovacs stated that particular person did not pass probation. Board President Robles-Wong asked if there was any provision regarding apprentice lineworkers, which requires them to pass the apprenticeship program, or if they are able to remain an apprentice without being promoted any further. Executive Secretary Willis stated that apprentice lineworkers are required to pass the apprenticeship program or they are terminated.

5-B Proposed Rule Change- Article VIII Appointment, Section 1- Certification of Eligibles and Section 2 Method of Appointment.

Discussion: Board President Robles-Wong asked if there was a time limit on how long the department has to explain why they jumped out of order on an eligible list and how detailed the explanation needed to be. Executive Secretary Willis stated that the certification would not be processed without an explanation and if there are any questions regarding their reasons, Human Resources will call the department head. Board member Peeler asked if the appointing authorities are well versed in discrimination laws. Executive Secretary Willis explained that Human Resources often sits in on interviews, helps in assessments and reviews interview questions beforehand. Board President Robles-Wong stated that the Board would like to see general reasons of why the appointing authorities chose out of order without disclosing

confidential applicant information. He would like to see these on a separate sheet of paper from the certification in order to avoid disclosing applicant's names.

Executive Secretary Willis proposed deleting the words "On the certification form" from the Rule. Member Peeler made a motion to accept Certification of Eligibles and Method of Appointment with deletion of words. Member Rich seconded, and carried by a 3-0 vote.

5-C Proposed Change to Civil Service Ordinance, Section 2, Merit Principal 3.

Discussion: Executive Secretary Willis explained that changes to Ordinances have a different process than Rule changes, and would need to be presented to City Council. Board Member Rich suggested that, regarding Merit Principal 3, The words "sexual orientation" should be moved to the end of the sentence with the phrase "an exception would apply for job-related requirements" following. Board President Robles-Wong proposed removing the words "apply all criteria to non- citizens". The Board agreed that the "sexual orientation" should be at the end of the sentence with the addition of "and with proper regard for privacy and other rights as afforded by law" ending the paragraph. Member Peeler made a motion to accept, Member Rich seconded, and carried by a 3-0 vote.

Member Rich suggested that the agenda for next meeting should include a review of the Rules and Ordinance to increase the Board's familiarity with both, but especially the Ordinance. Board President Robles-Wong stated that he would like Executive Secretary Willis to obtain Ordinances from other cities. He would also like her to look at a copy of Alameda's current Ordinance and make margin notes regarding items that might be out of date or need to be changed and then give it to the Civil Service Board to make and review changes.

Member Peeler made a motion to accept Proposed Change to Civil Service Ordinance, Section 2, Merit Principal 3 as read by Executive Secretary Willis:

"Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, color, national origin, ancestry, sex, age, physical handicap, medical condition, marital status, or sexual orientation with proper regard for their privacy and other rights as afforded by law."

Member Rich seconded, and carried by a 3-0 vote.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

None

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Discussion: Member Rich asked, regarding the budget, what happened with the non-funded positions? Executive Secretary Willis explained that some were funded and some remained non- funded. Member Rich questioned why they would be listed in the budget if they were going to remain unfunded. Jill Kovacs stated that positions are listed as non-funded if there is anticipation to restore funding in the future, or if those positions have been funded in the past.

Executive Secretary Willis stated that the City is in negotiations with three groups, IBEW, MCEA and ACEA. She stated that IBEW has declared impasse and that a meeting with City Council is being arranged.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis announced appointment of new CSB Member, Michael Soderberg, and explained that since his appointment was so recent, he likely did not receive notice in time to arrange attendance at today's meeting.

Executive Secretary Willis announced that former CSB Member William Smith had submitted a letter of thanks to her.

Executive Secretary Willis stated that in January, new law AB1234 was passed requiring that appointed officials and Board and Commission members who are compensated or reimbursed for expenses are required to attend ethics training once every two years. The training is paid for by the City and is also available online. Notices will be sent out shortly to the members of the Civil Service Board.

9. There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board